

Appendix 1-4 – TNE-Westbrook Division - Initial Resource Needs Checklist

| ✓ | Qty. | Description | Purpose/Use | Assigned to: |
|---|------|--------------------------------------|---|--|
| | 1 | Van-type vehicle | Transport individuals who meet medical special needs criteria to the Civic Center | Support Services Unit Leader |
| | 1 | Suburban | Pickup and delivery of supplies | Logs/Doc Coordinator |
| | 6 | Luggage carts | Transport luggage (3 inside, 3 outside) | Evacuee Handling Unit Leader |
| | 2 | Wheelchairs | Move persons | Evacuee Handling Unit Leader |
| | 75 | Pet crates | Move companion animals (40 small, 25 medium, 10 large) | Companion Animal Unit Leader |
| | 20 | Pet muzzles | Move companion animals (various sizes-mostly large) | Companion Animal Unit Leader |
| | 10 | Portable radios with spare batteries | Communications-Internal | Support Services Unit Leader |
| | 1 | Large portable bank charger | Communications-Internal | Support Services Unit Leader |
| | 4 | Cell phones w/chargers | Communications-Internal | Division Supervisor, Support Services Unit Leader, Staging Area Manager, Manifest Processing Unit Leader |
| | 1 | Bull horn | Communications-Crowd Control | Flow Coordinator |
| | 1 | Copy Machine | Communications & Documentation | Logs/Doc Coordinator |
| | 1 | Fax Machine | Communications & Documentation | Logs/Doc Coordinator |
| | 1 | General Office Supplies Kit* | Communications & Documentation | Logs/Doc Coordinator |
| | 1 | ICS Forms Pack** | Logistics & Documentation | Logs/Doc Coordinator |
| | 4000 | Registration forms | Communications & Documentation | Evacuee Processing Unit Leader |
| | 8 | Laptop Computers | Register evacuees & support overall operation | 4 Evacuee Processing Unit, 1 Logs/Doc, 1 Div. Supervisor, 2 Manifest Processing Unit |
| | 4000 | Wrist Bands | Register evacuees | Evacuee Processing Unit Leader |
| | 500 | Pet & equipment tags | Move companion animals and equipment | Evacuee Processing Unit Leader |
| | 4 | Extension cords (12 gauge & 50 ft) | Register evacuees & support overall operation | Support Services Unit Leader |

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| | 4 | Power strips | Register evacuees & support overall operation | Support Services Unit Leader |
| | 1 | Microwave oven | Food services | Support Services Unit Leader |
| | 3 | Large coolers | Food services | Support Services Unit Leader |
| | 25 | Cots | Rest & Rehab | Support Services Unit Leader |

**Kit Contents: 1 stapler, 1 box staples, 3 rolls scotch tape, 1 box small paper clips, 1 box large paper clips, 5 boxes medium binder clips, 1 box black pens, 1 box red pens, 10 notepads, 6 black sharpie pens, 6 red sharpie pens, 6 clip boards, 5 reams copy paper, 10 poster boards, blank laminated org. charts, grease pencil, 2 packs multi-color dry erase markers, 2 dry erase marker boards)*

*** Pack Contents: 214i form – 100 copies; 211p form – 25 copies; 211e form – 25 copies*